



COLLEGE OF THE CANYONS - FINANCIAL AID OFFICE

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2019-2020 Unusual Enrollment History Appeal

Last Name	First Name	COC ID Number:							
Social Security Number:		Date of Birth:		Phone Number					
Address, City, State, ZIP									

INSTRUCTIONS: The U.S. Department of Education has indicated that you have had an unusual enrollment history while receiving Federal financial aid funds. Students who have attended multiple schools in a short period of time may be considered to have an unusual enrollment history. College of the Canyons is required to review your enrollment history to determine your eligibility for Federal aid. You must submit your completed Unusual Enrollment History Appeal with all REQUIRED documentation, including your Student Education Plan, to the Financial Aid Office at College of the Canyons. Appeals submitted with missing documentation or without ALL prior college transcripts evaluated will be considered INCOMPLETE and will not be processed.

SECTION 1: REQUIRED DOCUMENTATION

Complete the steps below to obtain all required documentation.

STEP 1: Prior College Transcripts Required to be Evaluated

ALL prior college transcripts are REQUIRED to be submitted to College of the Canyons Admissions & Records Office for evaluation. You MUST submit OFFICIAL transcripts from ALL prior colleges attended for the purpose of evaluating your enrollment history. Your academic progress will be reviewed to determine if you completed academic credits while receiving Federal aid at other colleges. Failure to submit ALL prior college transcripts will result in a denial of your appeal. *Transcripts from non-accredited/non-transferable institutions will not be evaluated by the Admissions & Records Office but are REQUIRED to be submitted as a part of your enrollment history review.*

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STEP 2: Obtain a Student Education Plan from the Financial Aid Counselor

Your appeal must include a current Student Education Plan. You will need to schedule an appointment with the financial aid counselor through the Financial Aid Office. The financial aid counselor will assist you in mapping your educational goal at College of the Canyons and with selecting the appropriate courses for your declared academic program. **ALL prior college transcripts are REQUIRED to be submitted and evaluated BEFORE making a financial aid counseling appointment.** Failure to submit ALL prior college transcripts will result in an invalid Student Education Plan and a denial of your appeal.

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STEP 3: Print your Federal Financial Aid History

You MUST log into the National Student Loan Data System (NSLDS) at www.nslds.ed.gov to obtain your Federal financial aid history. You will need your Federal Student Aid PIN to log in. You MUST PRINT the "Financial Aid Review" grant page and attach it to this form. Students are required to complete this process to familiarize themselves with the NSLDS website and grant or loan history with the U.S. Department of Education. Failure to submit your federal financial aid summary page will result in a denial of your appeal.

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STEP 4: Supporting Documentation (if applicable)

If you failed to earn academic credit while receiving Federal aid at another school, the U.S. Department of Education REQUIRES you to explain the circumstances which resulted in your failure to complete academic credits. You must provide documentation to support the circumstance(s) in your appeal. Circumstances are limited to severe illness or injury to the student, family emergencies, military obligations, or the death of an immediate family member. Examples of acceptable documentation include a doctor's note, a police report, military paperwork, or a death certificate. If applicable, proper documentation is REQUIRED and must be included. Appeals submitted without documentation will be considered incomplete and will be denied.

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SECTION 2: EDUCATIONAL GOAL

Federal regulations require that a student receiving financial aid must be enrolled in, and actively participating in, a course of study leading to an associate degree, an eligible vocational certificate, or a transfer program to a four-year college or university. Please indicate your current program of study at College of the Canyons.

What is your current **Academic Major / Educational Goal**?

SECTION 3: PERSONAL STATEMENT

Please provide a detailed statement of the circumstance(s) which resulted in your unusual enrollment history. Make sure your information is clear and concise. Avoid vague statements such as "I had personal problems." You must indicate what has changed and/or what circumstances are different now that will allow you to complete attempted courses and maintain satisfactory academic progress. IF YOU FAILED TO EARN ACADEMIC CREDIT AT OTHER COLLEGES WHILE RECEIVING FEDERAL FINANCIAL AID, YOU MUST EXPLAIN "WHY" AND ATTACH SUPPORTING DOCUMENTATION.

SECTION 4: CONDITIONS OF APPEAL

Please read, initial and sign below. Your signature indicates your understanding of the conditions of your appeal and that all information reported on this form and any attachments are true, complete, and accurate.

_____ I understand that an appeal submitted without a valid Student Education Plan will be considered INCOMPLETE and will not be processed.

_____ I understand that ALL prior college transcripts are REQUIRED to be submitted and evaluated before submitting this appeal.

_____ I understand that if my appeal is APPROVED, my academic progress will be reviewed after the completion of each term.

_____ I understand that while receiving Federal financial aid, I must make Satisfactory Academic Progress toward my educational goal.

_____ I understand that false statements and/or misrepresentations will result in denial, reduction, withdrawal, and/or repayment of aid disbursed and student disciplinary action may be taken.

Student Signature _____ Date _____

FOR OFFICE USE ONLY

☐ Transcript Evaluation ☐ Student Education Plan ☐ NSLDS ☐ Documentation (if applicable)

Reviewed by: _____ Date: _____ Status: Complete / Incomplete

FA Administrator: _____ Date: _____ Decision: Approved / Denied